

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Implementation of the CIA Retirement and Disability System

1. This memorandum submits five directives for your approval and signature.

2. In accordance with discussion with Mr. Knoche, we have drafted a memorandum from you to each of the Deputy Directors urging that they give priority attention to completing the screening phase of designating eligible on-duty employees as participants in the CIA Retirement and Disability System. In addition, we have prepared a directive from you to the Director of Personnel requiring accelerated scheduling of the screening process with a target date of 30 April to complete this process. .25X1

3. Our best estimate of the number of cases still to be reviewed by

to process through the Board and relatively few of these will require individual debate.

4. Thus far, our CIA Retirement Staff has been able to keep current with the workload (either nominations or "red lined", i.e., "not qualified", cases) received from the Career Services. Anticipating a heavier load in response to your memorandum, we have detailed two additional people to the Staff (a Personnel Assistant and a Clerk-Typist). With this staffing, we believe we can process 100 or more cases per week for Board action and keep up with the paperwork involved in implementing Board action as well as processing the "red line" cases which do not require Board review. At this rate, and assuming full cooperation from the Career Services in submitting cases promptly, we should be able to complete the screening job in four months. (If additional staffing is required temporarily, we will supply it although it may result in a slow-down elsewhere in the Office of Personnel.)

5. We are also suggesting that a weekly report be submitted to you through the Deputy Director for Support. This report would include the following data:

- a. Employees screened to date;
- b. Employees designated to date;
- c. Employees "red lined" to date;
- d. Cases pending Board review;

- e. Cases pending Career Service action;
- f. Retirements to date, by type.

The pending cases reported under e. above would be reported by Career Service and "aged" to highlight backlogs.

6. A considerable number of the backlog cases have been delayed by the Career Services for clarification of the types of domestic duty which constitute "qualifying service." The Clandestine Services Career Service has developed a series of guidelines for this purpose which will be offered for approval by the CIA Retirement Board at its next meeting (4 January 1966). Acceptance of these guidelines in their present or a modified form should help greatly in expediting action on some of the more difficult cases.

7. It is suggested that you approve and release the attached directives.

15/
Emmett D. Echols
Director of Personnel

Attachments: A/S

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